

Lassen Community College Course Outline

FS-73A Incident Business Management (S-260)

1.0 Unit

I. Catalog Description

This course provides the basic knowledge for entry-level business management positions at an incident such as: finance positions, commissary manager, personnel time recorder, equipment time recorder and compensation for injury specialists.

Recommended Preparation: Successful completion of ENGL105 or equivalent multiple measures placement.

20 Hours of Lecture, 40 Expected Outside of Class Hours, 60 Total Hours of Instruction
Scheduled: as needed by
agency

II. Coding Information

Repeatability: Not repeatable
Open Entry/Open Exit: NA
Grading Option: Graded
TOP Code: 2133.00

III. Course Content

A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:

1. Describe duties and responsibilities for each of the following positions: finance positions, commissary manager, personnel time recorder, equipment time recorder and compensation for injury specialists while on an incident.

B. Course Objectives

Upon completion of this course the student will be able to:

1. Describe common kit items
2. Describe different positions of the finance section.
3. Describe the functions of each position in the finance section.
4. Describe the appropriate chain of command within the finance section.
5. Demonstrate proficiency in personnel and equipment time recorders.
6. Demonstrate collection, filing and submittal of incident documentation.

C. Outline of Topics

1. Kit Contents
2. Incident Activities
3. Incident Assignment - Commissary
 - a. Overview
 - b. Type of Commissary
 - c. Commissary Authorization
 - d. Payment Methods
 - e. Commissary Issue Records and Accountability
 - f. Demolition
4. Incident Assignment - Time Recorder
 - a. Overview

- b. Pay Regulations
- c. Establishment/Maintenance of Personnel Time Records
- d. Demobilization
- 5. Incident Assignment -Equipment Time Recorder
 - a. Overview
 - b. Posting Contract Time/Use Records/Procurement Unit
 - c. Documentation and Records
 - d. Demobilization

IV. Assignments

A. Appropriate Readings

Assigned readings in textbook and handout materials.

B. Writing Assignments

Short reports on topics such as: Describe a situation you have experienced, giving all background leading up to the incident.

C. Expected Outside Assignments

Read relevant materials, visit fire agencies and interview appropriate personnel.

D. Specific Assignments that Demonstrate Critical Thinking

Evaluate the performance of the finance section at the end of a mock incident.

V. Methods of Evaluation

Mixed format exams and short reports.

VI. Method of Instruction

Lecture and Demonstration

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery Correspondence Delivery

Hybrid Delivery

Online Delivery

VIII. Representative Texts and Supplies

“NWCG Interagency Incident Business Management Handbook”, PMS 902, 2022

IX. Discipline/s Assignment

Fire Technology

X. Course Status

Course Status: Active

Original Approval Date: February 10, 2003

Revised by: Dan Weaver

Curriculum/Academic Standards Committee Revision Date: 09/20/2022